Strategic Recruitment

August 18, 2004

Chad Siedschlaw

Identify Recruitment Needs

- **Use of Automated Tools**
  - WASS/CIVFORS
  - ART
- **Look at current and projected needs**
  - Skills to meet future missions
  - Replenishment of workforce

Recruitment Strategy Questions

- Identify Skills Required by the Position
- Temporary or Permanent Requirement
- Population Sector with Desired Skills
- Available Appointing Authorities
- Education Level
- Retirement/Retention Projections

Area of Consideration

- Number of Vacancies
- Anticipated Recruitment Difficulty
- Incentives
- Advertising

AREA OF CONSIDERATION HELPER
Decision Logic Table/Matrix

NUMBER OF VACANCIES		
ONE	**FEW**	**MANY**
AOC: Internal -Local Area Only -Case Examining -No Incentives -Consider Applicant Cutoff Number	AOC: Internal Only -No Incentives -Case Examining	AOC: Internal & Consider DEU -Open Continuous Announcement if Recurring -No incentives
AOC: Internal & External *Possibly* -Case Exam -No Incentives	AOC: Internal & DEU -Case Exam Announcement -No Incentives	AOC: Internal & DEU Open Continuous Announcement -Publish at Job Fairs -Limited Advertising -No Incentives
AOC: Internal & DEU -Offer Limited Recruitment Incentives	AOC: Internal & DEU Announcement -Limited Recruitment Incentives -Limited Paid Advertising	AOC: Internal & DEU Open Continuous Announcement -Job Fairs -Some Recruitment Incentives -Limited Advertising
AOC: Internal & DEU -Offer Full Range of Incentives -Some Paid Advertising	AOC: Internal & DEU Announcement -Full Range of Incentives -Paid Advertisement -Professional Organization & Journal Outreach -Participate in Job Fairs: *only if they target an audience with related skills* -Search Commercial Applicant Databases	AOC: Internal & External Announcements -Open Continuous Until Filled -Full Range of Incentives -Advertising & Directed to Target Population -Job Fair (occupation only) -Direct Mail if Appropriate -Proactive Outreach to Professional Organizations/Associations -Consider Interns if Appropriate -Commercial Database Search -Professional Directories

Recruitment Sources

- Different sources based on type of position
  - Clerical/Non-technical
  - Technical/Medical/Administrative/Mgmt
  - Professional/Scientific
- Competitive vs. Non-competitive Sources

	OCCUPATIONS		
	Clerical/Non-Technical	**Technical/Administrative**	**Professional**
Competitive Sources	Clerical and Admin. Support: Series XX99, 0086, 0203, 0204, 0303, 0305, 0318, 0326, 0335, 0525, 0561, 0679, 1105, 2005, etc. • **Delegated Examining Authority** • NAF/AAFES Interchange Eligible • People with Disabilities • Reinstatement (higher grade) • 30% Disabled Veterans • **Transfers from other agencies** • VEOA	Technical/Medical/Admin./Mgmt: Series 0080, 0132, 0188, 0201, 0301, 0334, 0340, 0341, 0343, 0346, 0360, 0462, 0560, 0621, 0640, 0647, 0661, 0681, 0856, 1035, 1150, 1170, 1311, 1640, 1811, 1910, etc. • **ACWA (GS-5/7 level)** • **Delegated Examining Authority** • FCIP (ACWA exam required) • NAF/AAFES Interchange Eligible • Outstanding Scholar Program • People with Disabilities • Reemployed Annuitant • Reinstatement (higher grade) • **Transfers from other agencies** • **VEOA**	Professional and Scientific: Series 0101, 0180, 0185, 0460, 0510, 0801, 0808, 0810, 0830, 0854, 1221, 1310, 1320, 1520, 1550, 1720, 1740, etc. • **ACTEDS (DA) Interns** • **DEU (entry-level positions)** • NAF/AAFES Interchange Eligible • People with Disabilities • Reemployed Annuitant • Reinstatement (higher grade) • **Transfers from other agencies** • **VEOA** • VRA (GS-11 and below)
Non-Competitive Sources	Clerical and Admin. Support: Series XX99, 0086, 0203, 0204, 0303, 0305, 0318, 0326, 0335, 0525, 0561, 0679, 1105, 2005, etc. • People with Disabilities • Reinstatement (equal/lower grade) • **Students (STEP/SCEP)** • 30% Disabled Veterans • Transfers from other DoD agencies • **VRA eligibles**	Technical/Medical/Admin./Mgmt: Series 0080, 0132, 0188, 0201, 0301, 0334, 0340, 0341, 0343, 0346, 0360, 0462, 0560, 0621, 0640, 0647, 0661, 0681, 0856, 1035, 1150, 1170, 1311, 1640, 1811, 1910, etc. • **Direct Hire** • FCIP (GS-09 level) • People with Disabilities • Reemployed Annuitant • **Reinstatement (equal/lower grade)** • 30% Disabled Veterans • **Transfers from other DoD agencies** • **VRA eligibles (GS-11 and below)**	Professional and Scientific: Series 0101, 0180, 0185, 0460, 0510, 0801, 0808, 0810, 0830, 0854, 1221, 1310, 1320, 1520, 1550, 1720, 1740, etc. • **Direct Hire** • **FCIP** • People with Disabilities • Reinstatement (equal/lower grade) • 30% Disabled Veterans • VRA (GS-11 and below)

RECRUITMENT SOURCES

Types of Advertising

- Newspapers
- Magazines/Trade Journals
- Directories
- Direct Mail
- Radio and Television

Other Recruitment Outreach Sources

- Commercial Applicant Databases
- Networking
    - Schools
    - Local Job Placement Agencies
- Job Fairs